April 27, 2007

Re: Long Term Care Data Entry Errors Impacting the Automation of the AP-5615

ACTION REQUIRED

Dear County Director and Medical Assistance Site Director:

The Department of Health Care Policy and Financing (the Department) has become aware of a number of data entry errors when we attempted to run the COLA report to calculate this year's patient payment for Long Term Care (LTC) cases. In order to successfully implement the automation of the AP-5615 through CBMS, these data entry errors must be corrected. The Department has created two reports to assist in the resolution of these LTC cases. The reports are as follows:

1) The "CR1789_Exc_Rpt_Ind_W_Multi" report identifies cases that have more than one open-ended nursing facility record on the "Collect Long Term Care Detail" window, "Long Term Care" tab. There should be one facility record open at a time. The total number of cases identified is 660.

    To resolve this issue enter an effective end date on the older record. The effective end date must correspond with the discharge date that has been entered. For cases where the eligibility worker is entering information for the new year, the old record must be closed with an effective end date for the past year. e.g. 12/31/2006, new record 01/01/2007. Once all changes are made and saved, re-run eligibility and authorize. These changes must be completed by June 30, 2007.

2) The "Annual Report of Client's Income in a Nursing Facility" report identifies two data entry issues with nursing facility cases. The total number of cases identified is 10,406.

    Issue # 1: Client is assigned to the wrong facility. To resolve this go into the "Collect Long Term Care Detail" window, Facility Name field choose the correct facility. Please keep in mind that "Medical-other" and "Default" are not to be used. The facility chosen will be the one that receives information on the client. Pay close attention to the facility information before selecting it as the facility.

    Issue # 2: The "Collect Unearned Income Detail" window is not reflecting the new amount of income for the new year, such as cases with Social Security Income that have not been updated or private income amounts that need to be verified by the client. For Social Security

"The mission of the Department of Health Care Policy & Financing is to improve access to cost-effective, quality health care services for Coloradans"

http://www.chcpf.state.co.us
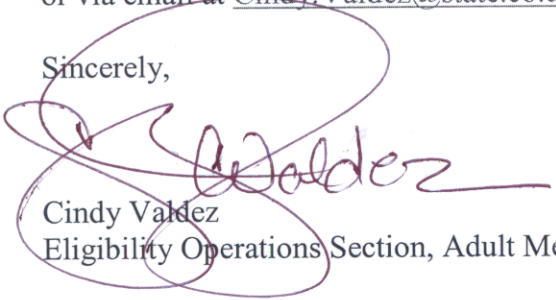
amounts please verify information through State On-line Query - Internet (SOLQ-I). For private income amounts, send request letters to the client.

Each County / Medical Assistance site will receive its own list of cases that fall under the above criteria. This project must be completed by June 30, 2007. Your prompt attention to this matter is greatly appreciated.

If you have any questions regarding this request, please contact Cindy Valdez at 303-866-2321 or via email at Cindy.Valdez@state.co.us

Sincerely,

Cindy Valdez
Eligibility Operations Section, Adult Medical Program Specialist

Cc: Lisa Esgar
        Gayle Fowler
        Heather Hewitt